Progress Feature: Data Fields

Attendance

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Table of Contents – Daily Attendance

The bottom of the screen provides an automatic summary of attendance actions taken;

> School Year: Identifies the school yea the action took place.
> Period Type: Marking period, semester, annual, overall, mid-marking period
> Semester: Identifies the semester within the school year 4=Summer, 1=Fall, 2=Spring.
> Marking period: Identifies the marking period with the semester
> Attendance Action: Standard Absences, Tardies, Discipline.
> Attendance Action Type: Unexcused, excused, other.

Mass Attendance Utility: Mass Attendance is available for entry of these fields by course section or sending facility.

Field SA-1: Date

(Previously part of progress component)

Submission Date: **NA**

Data Entry: **Required if optional Progress Feature: Attendance is activated.**

Code/Format: **Date**

                Default: Current date, but can be modified by user.

Definition: **The date the attendance action (absence, tardy, or other user defined codes) occurred.**

                This is used for logging of attendance actions.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: CTEIS -
Session Attendance
Attendance Analysis
Attendance Notification
Attendance Journal
Standard Progress
Composite
Portfolio

Table name in which this field can be found: tblAttendance

Table Field Name: Rat_Date

Field Length: 8

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field SA-2: Action

(Previously Attendance Action in progress component)

Submission Date: **NA**

Data Entry: **Required if optional Progress Feature: Attendance is activated.**

Code/Format: **Drop down box; user defines code.**

Definition: **A one or two character code representing the type of attendance or disciplinary action taken.**

Note: Action codes are defined by the user in Entry Utilities/Dictionary Lookup/Attendance Action and Category dictionary. Refer to the help menu.   Action codes will need to be defined as unexcused, excused or other.

Common Entry Errors: **If SA-1 is entered, SA-2 must be completed or record will not save.**

Programming Edits:

Report name in which this field can be found/or is used: CTEIS -
Session Attendance
Attendance Analysis
Attendance Notification
Attendance Journal

Portfolio

Table name in which this field can be found: tblAttendance

Table Field Name: RatK_Action

Field Length: 2

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field SA-3: Notification

Submission Date: **NA**

Data Entry: **Automatic, but can be modified by user.**

Code/Format: **√ – Yes, student has reached the breakpoint**
           Blank – No, student hasn't reached the breakpoint yet.

Definition: **A flag that indicates the student has reached the maximum number of absences allowed for a specific breakpoint as determined by the district.**

           Note: Notification breakpoints are defined by the user in the System Configuration Attendance Tab. Refer to the help menu.

           Note: Breakpoints have been defined by district.

           Changes made in Field SA-2 may affect what is reflected in SA-3.   Once checked SA-3 will not automatically uncheck – user must uncheck.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblAttendance

Table Field Name: RAt_Notification

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

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Field SA-4: Memo

Submission Date: **NA**

Data Entry: **Optional**

Code/Format: **User Defined**

Definition: **A comment field that provides further explanation of action. This can be blocked from printing.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**   CTEIS -
                                     Session Attendance

**Table name in which this
field can be found:**   tblAttendance

Table Field Name: RAt_Memo

Field Length: 255

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None